

# Clinton L. Johnson Center for Economic Development

1655 Eagle Drive • Mobile, Alabama 36605 • 251.470.1728

## FREE Career Development Classes!!



### 2007 Schedule 1<sup>st</sup> Quarter

*Classes are held Monday - Friday*

*Must meet income guidelines*

<p><b>Introduction to Computers &amp; Windows XP and Basic Internet</b> (10 Hours • 1-Week Course)</p> <p>01/08-01/12 11 am – 12 pm  01/15-01/19 11 am – 12 pm  01/22-01/26 11 am – 12 pm  01/29-02/02 11 am – 12 pm  02/05-02/09 11 am – 12 pm  02/12-02/16 11 am – 12 pm  02/19-02/23 11 am – 12 pm  02/26-03/02 11 am – 12 pm  03/05-03/09 11 am – 12 pm</p> <p><b>Keyboarding</b> (30 Hours • 3-Week Course)</p> <p>01/08-01/26 8 am – 9 am  01/29-02/16 8 am – 9 am  02/19-03/09 8 am – 9 am  01/08-01/26 1 pm – 2 pm  01/29-02/16 1 pm – 2 pm</p> <p><b>Introduction to Microsoft Word</b> (20 Hours • 2-Week Course)</p> <p>01/08-01/19 9 am – 11 am  01/22-02/02 9 am – 11 am  02/05-02/16 9 am – 11 am  02/19-03/02 9 am – 11 am  03/05-03/16 9 am – 11 am</p> <p><b>Intermediate Microsoft Word</b> (20 Hours • 2-Week Course)</p> <p>01/08-01/19 2 pm – 4 pm  01/22-02/02 2 pm – 4 pm</p>	<p><b>Introduction to Microsoft Excel</b> (20 Hours • 2-Week Course)</p> <p>02/05-02/16 2 pm – 4 pm  02/19-03/02 2 pm – 4 pm  03/05-03/16 2 pm – 4 pm  03/19-03/30 2 pm – 4 pm</p> <p><b>Intermediate Microsoft Excel</b> (20 Hours • 2-Week Course)</p> <p>03/05-03/16 2 pm – 4 pm.  03/19-03/30 2 pm – 4 pm</p> <p><b>Introduction to Microsoft Access, PowerPoint and Outlook</b> (20 Hours • 2-Week Course)</p> <p>04/02-04/13 2 pm – 4 pm  04/16-04/27 2 pm – 4 pm</p> <p><b>Business Communications</b> (10 Hours • 1-Week Course)</p> <p>01-02-01/05 8 am – 10 am  01/15-01/19 8 am – 10 am  01/29-02/02 8 am – 10 am  02/12-02/16 8 am – 10 am  02/26-03/02 8 am – 10 am</p> <p><b>Childcare Training</b> (12 Hours • 1 -Week Course)</p> <p>01/08-01/12 9:30 am -12:30 pm  02/12-02/16 9:30 am- 12:30 pm  03/12-03/16 9:30 am –12:30 pm</p>	<p><b>Certified Nursing Assistant</b> (75 Hours • 3-Week Course)</p> <p>01/08-01/26 9 am – 2 pm  01/22-02/09 9 am - 2 pm  02/19-03/09 9 am – 2 pm  03/05-03/23 9 am – 2 pm  03/19-04/06 9 am – 2 pm  04/02-04/20 9 am – 2 pm  04/16-05/04 9 am – 2 pm</p> <p><b>Customer Service &amp; Job Readiness</b> (5 Hours • 1-Week Course)</p> <p>01/22-02/09 3 pm – 4 pm  03/05-03/23 3 pm – 4 pm  04/02-04/20 3 pm – 4 pm</p> <p><b>Resume Writing</b> (5 Hours • 1-Week Course)</p> <p>01/02-01/05 1 pm – 2 pm  01/15-01/19 1 pm – 2 pm  01/29-02/02 1 pm – 2 pm  02/05-02/09 1 pm – 2 pm  02/26-03/02 1 pm – 2 pm</p> <p><b>G.E.D.</b></p> <p>Mon - Fri 8 am – 11 am  Mon - Fri 1 pm – 3 pm</p> <p><b>GED Assessment Test</b> <i>is offered on the second and fourth Friday of each month from 8 a.m. – 1 p.m.</i></p>
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